

IMPORTANT NOTICE!**TO: All Jurisdictions Participating in the ED Allocation****DATE: May 13, 2002****SUBJECT: ED ALLOCATION - File Management / Income Verification**

Purpose of this memo:

This memo is an announcement to all jurisdictions and interested parties participating the Economic Development Allocation of the State Community Development Block Grant (CDBG) program, to attend a very important training on File Management and Income Verification.

The dates and locations of the two half-day workshop sessions are listed below and will run from 9:00 a.m. to 1:00 p.m., and 2:00 to 4:00 p.m.

The detailed agenda, directions and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

Agenda

This day of training will be conducted in two parts:

The first session will provide information to grantees on how to organize and manage their filing system for economic development activities, in order to document progress, streamline management, ensure successful and efficient monitoring and prepare for closeout monitoring. The agenda will focus on establishing marketing, credit review, loan closing and tracking files, environmental review, procurement, public information, equal opportunity, general reporting, program income and labor standards files.

The second session will provide important information to grantees on the requirements for identification, verification and screening of household income for persons applying for, or receiving employment or direct technical assistance with CDBG funds.

Who should attend?

It is imperative that grantees funded or applying for funds under the Economic Development Allocation attend this two-part workshop. Both local EDBG contract administrators and program operators should attend this training. Travel to this event is an allowable CDBG expense under general administration.

CDBG Field Representatives will be available for consultation throughout the training.

Schedule of Economic Development File Management/Income Verification Orientations

Date		Location
Monday, June 10 th	Brawley	Community Learning Center 206 D Street
Tuesday, June 18 th	Woodland	Leake Room 250 First Street
Thursday, June 20 th	Eureka	County of Humboldt, Courthouse Board of Supervisors Chambers 825 5th Street
Tuesday, June 25 th	Hanford	City of Hanford Training Room 317 North Douty Street
Thursday, June 27 th	Mc Cloud	Raymond's Italian Ristorante 424 Main Street

For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.